

**ADMINISTRATIVE OCCUPANCY PERMIT APPLICATION**

As per Section 47-15D of the Joliet Zoning Ordinance, any community residential home consisting of four (4) or more residents shall not be occupied by any resident unless the sponsor shall have first obtained from the City Manager or his designee an administrative occupancy permit. Please complete the following to apply for such a permit:

**Date of application:** \_\_\_\_\_

**Location of community residential home:** \_\_\_\_\_

\_\_\_\_\_

**PIN:** \_\_\_\_\_

**Name of applicant:** \_\_\_\_\_

\_\_\_\_\_

**Address of applicant:** \_\_\_\_\_

\_\_\_\_\_

**If corporation, name of registered agent, president, secretary, and treasurer:**

\_\_\_\_\_

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**If partnership, name of all partners, including limited partners:**

\_\_\_\_\_

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Number of residents to be housed in the community residential home (applicant shall not disclose the identity of any resident):** \_\_\_\_\_

**Proposed date of occupancy by residents:** \_\_\_\_\_

**Number of other persons that will reside within the dwelling unit, classified according to their respective duties:**

\_\_\_\_\_

\_\_\_\_\_

**Number of other persons that will work at the home or provide support services at the home to its residents, classified according to their respective duties:**

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**Any other information:** \_\_\_\_\_

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The application shall also be accompanied by reliable evidence that the sponsor is licensed or similarly evidence that the sponsor is licensed or similarly authorized by an agency of the State of Illinois of competent jurisdiction to operate the proposed community residential home in the proposed location; and the certification or affidavit of the sponsor that the residents to be housed in the community residential home have been evaluated and screened as required under applicable statutes and administrative regulations and that the residents are capable of community living if provided with an appropriate level of supervision, assistance, and support services.

No administrative occupancy permit shall be issued for a community residential home that does not comply with the spacing requirements, nor shall it be required for a community residential home consisting of less than four residents. An administrative occupancy permit is not transferable to any other person, and the City Manager may revoke an administrative occupancy permit pursuant to conditions of Section 47-15D.6(h).

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**Signature of Applicant**

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**Address of Applicant**

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**Phone Number of Applicant**

RETURN COMPLETED FORM TO:  
Community Development Department  
City of Joliet  
150 W. Jefferson Street  
Joliet, Illinois 60432  
815/724-4040

**ADMINISTRATIVE OCCUPANCY PERMIT  
FOR COMMUNITY RESIDENTIAL HOME**

**Date:** \_\_\_\_\_ **Permit #:** \_\_\_\_\_

**Owner/Sponsor agency's name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address of community residential home:** \_\_\_\_\_

**PIN:** \_\_\_\_\_

**Number of residents:** \_\_\_\_\_

**Spacing from nearest CRH:** \_\_\_\_\_

The above-listed community residential home meets all requirements necessary for an administrative occupancy permit, as per the Joliet Zoning Ordinance No. 5285, Section 47-15D. An administrative occupancy permit is not transferable to any other person, and the City Manager may revoke an administrative occupancy permit pursuant to conditions of Section 47-15D.6(h).

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Martin J. Shanahan Jr., Interim City Manager